



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Budget Division

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ALL AGENCY MEMORANDUM #2012-05

February 10, 2012

TO: All Agencies

FROM: Jeff Mohlenkamp, Clerk
Board of Examiners

SUBJECT: Process for Grant Awards Requiring IFC Approval

Senate Bill 233, Section 11.5 of the 2011 Legislative Session allows a department, institution or agency of the Executive Branch to begin the processes of classifying positions, recruiting for positions, advertising for bids and requesting proposals prior to the approval of the Interim Finance Committee once the department, institution or agency has received a notice of grant award. To comply with this bill and NRS 353.245, as well as expedite processes, Executive Branch departments, institutions, and agencies, should follow the steps listed below:

1. Receipt of the notice of grant award
2. Submit the notice of grant award in conjunction with a work program to the Budget Division
3. Attach an NPD-19 to the work program if a new position(s) is required
4. The agency may begin the recruitment or advertising processes for positions, contract services, and request for proposals which include the statement that the position or contract services is contingent upon approval of the Interim Finance Committee and classification of the position.

Questions concerning this memorandum should be submitted to the agency's assigned budget analyst.

SB233 of the 2011 Legislative Session
<http://www.leg.state.nv.us/Session/76th2011/Reports/history.cfm?ID=563>
NRS Chapter 353
<http://www.leg.state.nv.us/NRS/NRS-353.html#NRS353Sec245>


Jeff Mohlenkamp, Director